

# California Department of Corrections

## Financial Information Memo

<b>SUBJECT:</b>	<b>FIM NUMBER:</b>
FOOD/LODGING AT RICHARD A. MCGEE CORRECTIONAL TRAINING CENTER	<b>2004-15</b>
<b>REFERENCES:</b> Department Operational Manual: 22020.6 DPA Rules: Sections: 599.621, 599.622	<b>DATE:</b> <b>November 30, 2004</b>

### **DISTRIBUTION**

Executive Staff  
CTC Administrators  
Regional Parole Administrators  
Institutions Division Regional Administrators  
Wardens  
Health Care Managers  
Regional Accounting Office Managers  
Regional Accounting Travel Units  
Headquarters Accounting Services Section (HASS)  
HASS Travel Unit

### **PURPOSE**

This Financial Information Memo (FIM) clarifies and defines the California Department of Corrections' Policy regarding Meals and Lodging while attending State Sponsored Training and/or Meetings at the Richard McGee Correctional Training Center (CTC) in Galt, California.

### **BACKGROUND**

Department Operations Manual Sub-Section 22020.6 provides guidelines for food and lodging accommodations at a Departmental Facility. This regulation states specifically: "no Per Diem shall be authorized for employees participating in training at CTC in Galt, California." Since the deactivation of the CTC in Galt, Administrators have seen and welcome the significant increases in its use for State Sponsored Training and Meetings.

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### **DISCUSSION**

Effective immediately, while attending State Sponsored Meetings or Training at the CTC, staff on travel status (at least 50 miles away from residence or Headquarters) will be provided lodging on a first come, first serve basis. Staff must contact the CTC Administrator prior to training to obtain lodging availability. There will be no reimbursement for alternative lodging *unless* the CTC is completely full, in which case the CTC will issue a memorandum upon arrival stating the lack of lodging availability. This memorandum must accompany staff's Travel Expense Claim for lodging reimbursement. Staff provided lodging at the CTC while attending training or meetings are provided all meals at no charge, therefore no per diem reimbursement is necessary.

Regardless of lodging arrangements, staff will be expected to utilize the CTC Cafeteria for breakfast and lunch at no charge to the employee. No reimbursement for breakfast or lunch will be allowed. Dinner meal will be allowed for travel to and from the CTC as allowed by individual Bargaining Units or DPA Rules (Department of Personnel Administration 599.621). Staff attending training or meetings who are not on travel status will pay for their meals as they would on a normal workday and no reimbursement will be allowed. Meal tickets are available for purchase of meals in the CTC cafeteria.

### **ACTION REQUIRED**

Prior to attending training or meetings at the CTC where overnight accommodations are required, staff must contact the CTC Housing Coordinator at (209) 744-5000 x 4134 or the CTC Administrator for lodging availability. Only then may Staff pursue outside lodging. Breakfast and lunch meals will be provided in the CTC cafeteria at no cost. Breakfast and lunch purchased elsewhere will not be reimbursed.

If you have further questions regarding this FIM, please contact Paul Thatcher, Chief, Accounting Policies and Procedures Section at (916) 322-6051.

ORIGINAL SIGNED BY:

DAVID LEWIS  
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Financial Services Division

cc: Dr. Paul Bestolarides, Richard McGee Correctional Training Center